



**Office of the Circuit Executive**  
**United States Courts for the Ninth Circuit**  
**San Francisco, California**

**Job Announcement 18-05**

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**Position:** Assistant Circuit Executive for Court Operations & Policy  
**Location:** San Francisco, CA<sup>1</sup>  
**Classification Level/Salary:** CL-30/31 (\$99,571 - \$164,200) Depending on qualifications<sup>2</sup>  
**Closing Date:** Open until filled; priority given to applications received by August 3, 2018

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**Organization**

The Office of the Circuit Executive provides policy development and administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; (4) the Circuit Executive and (5) as requested, to the federal courts and other court units within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, CA, is the largest federal circuit in the United States. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. This position reports to the Deputy Circuit Executive.

**Major Duties and Responsibilities**

1. Develop research methodology, provide interpretations, analyses, advice, and recommendations on legal policies, statutes and procedures, and educate judges, court staff, lawyer representatives, and others about matters related to judicial and court operations, programs, and policies.
2. Assess and use data analytics to forecast factors affecting federal case filings, trends, and workload. Provide analyses regarding judicial resources and caseload data, trends, and projections using a variety of analytical techniques related to environmental, statistical, operational, and case weight data. Analyze caseload and workload trends to assess the need for current and future judicial resources related to obtaining and retaining judgeships.
3. Analyze new and proposed legislation, changes in federal rules of procedure and practice, and Judicial Conference policies to assess the impact on judgeship needs and other court operations and recommend any necessary changes to improve the Judiciary.
4. Coordinate the designation of visiting judges, temporary chambers staff, and other resources. Propose, administer, and evaluate effectiveness and cost of such programs.
5. Plan, develop, implement, and review special projects, statistical programs, court organizations, and court and judiciary policies and procedures, and conduct special studies for overall support to the mission of the Judicial Council and Office of the Circuit Executive (OCE).
6. Develop strategies to influence authorities and facilitate decision making regarding the operations of the courts and court units.
7. Provide administrative and staff support to the Circuit Judicial Council, and applicable Judicial Conference committees with respect to the designated area of expertise and responsibility.
8. Coordinate and facilitate circuit-wide advisory groups, working teams, or other similar groups comprised of chief judges, judges, court unit executives (CUEs), lawyers, and other stakeholders throughout the Circuit.
9. Oversee the maintenance of OCE databases on Article III judgeship vacancies, nominations, hearings, and confirmations, and information related to processes involving senior judge certification, the appointment and reappointment of bankruptcy judges, the recall of bankruptcy and magistrate judges, and the appointment and reappointment of federal public defenders.
10. Direct OCE staff in working with Judicial Conference Committees, Ninth Circuit Judicial Council committees, court of appeals judges, district court judges, magistrate judges, CUEs and court staff, Administrative Office staff and Federal Judicial Center staff, lawyers, and other stakeholders on a wide variety of court operations and research projects.

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<sup>1</sup> An alternative duty station within the Ninth Circuit may be considered.

<sup>2</sup> Advertised salary is for San Francisco, CA. Salary will vary depending on duty station location.

11. Identifying the need for new programs, services, and solutions to assist court units.
12. Establish priorities, identify solutions, develop short- and long-range program and project milestones and timelines, and ensure deadlines are met.
13. Work effectively with judges and senior-level administrative staff, as well as the ability to serve as an effective representative of the Ninth Circuit in the national context.
14. Manage the unit's program budget, personnel, and other resource requirements.

#### **Education/Experience**

- An undergraduate degree in public administration, business administration, or comparable program is required; an advanced degree in public administration is preferred.
- At least five years of specialized experience in court administration including statistical and policy analysis.
- At least four years of supervisory experience.
- Familiarity with the federal courts and the regulations and policies of the executive and/or judicial branch of the federal government is desirable. Appropriate educational substitutions may be credited as one year of experience.

#### **Desirable qualifications, knowledge, skills, and abilities**

- Ability to keep abreast of court operations and case processing and management to effectively evaluate and make recommendations related to judgeships, judge positions, and court unit staff to support court operations.
- Experience in the design and management of sophisticated research projects which require demonstrated statistical and analytical skills.
- Possess working knowledge of federal case management, appellate, civil, and criminal case processes, bankruptcy proceedings, and of the operations of clerks' offices, probation and pretrial services offices, and federal and community defender offices.
- Manage multiple projects concurrently. These projects will be related to legal procedures and administrative processes as applied to court units in the Ninth Circuit.
- Knowledge of national and circuit-wide policies, procedures, and guidelines.
- Demonstrate the ability to communicate statistical information and data analyses, write reports, provide written justifications on issues and problems in a variety of media (written, visual and oral) in a succinct and organized manner to explain statistical analyses and technical and administrative issues; make presentations to the Judicial Council of the Ninth Circuit, chief judges, judges, CUEs, Administrative Office leadership, government officials, court personnel, and the public.
- Substantial experience in leading, managing, directing, and supervising high functioning professional teams, and possessing sufficient technical subject matter knowledge to schedule and prioritize work of subordinates, foster teamwork, provide performance evaluations, and motivate staff.
- Ability to use tact and diplomacy in dealing effectively with judges, senior managers, and technical and non-technical staff to establish and maintain good working relationships.
- Ability to work under pressure with tight deadlines, independently and collaboratively in a team with colleagues and external stakeholders.
- Ability to manage a technical program encompassing a wide geographic area and serving a variety of technical, professional, managerial, and judicial clientele.
- Ability to apply existing principles and generate new ones in difficult, challenging, and politically charged situations under the national spotlight.
- Knowledge of court operations and the powers and responsibilities of the Judicial Council derived from Title 18 and 28, United States Code, as well as from delegations from the Judicial Conference of the United States, the Administrative Office, and other authorities.
- Knowledge of Administrative Office and Judicial Conference policies and procedures as set forth in the Guide to Judiciary Policy regarding court administrative functional areas. Knowledge of the local court policies and procedures regarding assigned areas of responsibility. Knowledge of court culture and organizational dynamics. Knowledge of resources available from the Administrative Office and Federal Judicial Center to achieve the mission of the court (i.e., contacts, manuals, training, etc.).
- Skill in communicating effectively, both orally and in writing at the highest professional level. Skill and ability to listen and quickly understand and assess information, ideas, and interpersonal dynamics.

- Skill in establishing cooperative working relationships with staff throughout the circuit. Skill in facilitating, mediating, and implementing desired outcomes with judges, senior managers, unit executives, and court staff.
- Ability to synthesize the results of legal research and convey those results (orally and in writing) in a clear, concise, and objective manner.
- Ability to work under pressure with tight deadlines and to represent management as required.
- Ability and willingness to travel throughout the nine western states of the Circuit (including Guam and Northern Mariana Islands) and to Washington, D.C. as required. Travel may be extensive at times.

### **Benefits**

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- Vacation time accrues at a rate of 13 days per year for the first 3 years, increasing to 20 days after 3 years and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance and Federal Employee Group Life Insurance
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

### **Conditions of Employment**

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- Direct deposit of pay required.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.

### **Application Information**

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, a writing sample (no longer than 5 pages), 3 references, and salary history as a **single PDF file** by e-mail to [personnel@ce9.uscourts.gov](mailto:personnel@ce9.uscourts.gov), by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive  
United States Courts for the Ninth Circuit  
Attention: ACE for Court Operations & Policy (18-05)  
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San Francisco, California 94119-3939**

**The United States Courts are EQUAL OPPORTUNITY EMPLOYERS and  
committed to equity and inclusion in its hiring practices.**